

Indiana Home Energy Conservation Program

Program Guidance AR-10-02

Background: Based on the existing production schedule and comments from sub grantees, IHCDAs estimates that several sub grantees will not spend out significant amounts of Round 1 funding by the contract end date of May 31, 2010. As such, IHCDAs is offering the opportunity to request a grant extension to those agencies that identify that they will not be able to exhaust existing funding.

Policy: Administrators that will not have all Round 1 funds expended by the contract end date of May 31, 2010 may request an extension from IHCDAs with the following conditions:

1. No contract will be extended beyond August 31, 2010.
2. Contract extensions will be issued at the discretion of IHCDAs. If an extension request is denied, the affected organization will be required to adhere to all existing contract ending and closeout dates.
3. Agencies receiving extensions will be subject to a reduced close-out period. Those agencies granted an extension will be required to close-out their grant within 30 days of the extension end date.
4. Extension requests must include the following information:
 - a. Weekly production schedule
 - b. The end date of the requested extension
 - c. A narrative explaining what additional steps have been taken or will be taken to increase production capacity. Also please explain the impact or projected impact of those steps and a timeline for implementation of those steps.
 - d. A brief narrative explaining the issues which have prevented successful completion of the contract within the original contract period.

If an organization determines that they will not be able to expend all Round 1 funds by August 31, 2010, please notify IHCDAs prior to submission of an extension request so that funds are not left unspent at the end of the contract period.

Effective Date: March 26, 2010

Additional Information: Please note that the decision to request an extension should be reflected in the forthcoming 2010 RFP for Round 2 ARRA HEC funding. Funding availability will

not overlap, thus agencies which request an extension will not be able to claim funds on Round 2 awards while unspent Round 1 funds remain.